



FORM NO: _____

RECEIPT NO: _____

Chief Commercial Manager (Catg & PS)
West Central Railway
General Manager Office,
Indira Market,
Jabalpur-482001
Fax: 0761-2677072
Email: ccmpswcr@rediffmail.com

SUPPLIER REGISTRATION FORM

(For supply of catering products
for licensee run units)

(Cost Rs.2500-/ non refundable, Free to SSIs registered with NSIC)

M/s. _____

Tel/Mobile _____

Details of Demand Draft: (enclose Xerox also)

1. _____

2. _____

INSTRUCTIONS

1. This form may be obtained, by hand on paying Rs.2500/- or by post by sending a Demand Draft of Rs.2500/-. If this form is downloaded from www.wcr.indianrailways.gov.in it must be sent to this office with a Demand Draft of Rs. 2,500/-. The Demand Draft should be in favour of FA&CAO, West Central Railway, Jabalpur.
2. In the space given on the top of the form, indicate the brand and category of product for which short-listing for supplies to licensee units is sought. Each form is valid for one category of product only.
3. Maximum 5 products of a category will be considered for approval under a single application. However, a company can submit multiple applications (with specified license fees) for shortlisting of more products.
4. As per Railway Board instructions at Jabalpur, Katni, Rewa stations (during entire year) & at Satna station (during non peak season only) only Rail Neer PDW will be sold hence the other brand of PDW will not be sold at these stations. Also in future if any other station is included for mandatory sale of Rail Neer then the other brand of PDW will not be permitted for sale at that station and no refund will be granted in this regard.
5. This form is available free for Small Scale Industries Unit applicants, registered with National Small Industries Corporation.
6. Information desired in all fields are essential, applicants must comply with the corresponding query. If the space provided is not sufficient the applicant may attach extra sheet(s). Applicants should fill all fields, if the field is not applicable, write 'Not Applicable'.
7. All the details must be given along with required supporting documents duly Notarized or attested by a Gazetted Officer.
8. West Central Railway reserves the right to reject any application at any point of time without assigning any reason.
9. West Central Railway's decision on Short-listing of applicants shall be final and binding.
10. The Short-listing will be valid for one year.
11. Affidavit :- The applicant have to submit an Affidavit of proprietor/partner/authorized person that :-
 - (i) The Firm has not been banned/blacklisted/debarred by IRCTC, any other Railway, Ministry of Railways or any other Government Department.
 - (ii) The fact/statements mentioned in the Application and Documents submitted with the Application are genuine and true. If Railway Administration finds any fact/ statement/documents fake or wrong, at any point of time my application may be rejected and suitable penalty including termination of registration, black listing, banning and debarring may be imposed.The affidavit should be submitted in original on Rs 500/- non judicial stamp paper duly notarized.

12. A non refundable fee of Rs. One Lakh (Rs. 1,00,000/-) along with applicable GST rate **(please see NOTE at page 3)**, for each application form separately, has to be deposited along with the application form in the form of Demand Draft drawn in favour of FA & CAO, WCR, Jabalpur. The fee amount shall be refunded only to those applicants whose products are not approved.
13. The MRP/gms. of the product should not be higher than the MRP/gms. of same product in the local market under any condition and product should not be supplied with labels like "specially packed for Railways".
14. West Central Railway reserves the right to collect samples of the products and getting them examined in the appropriate laboratory and also inspect the production facilities, as and when it deems necessary.
15. In case the validity of any of the FSSAI/BIS certificate expires during the shortlisting process or during the currency of the permission period, the company should submit the renewed/new certificate issued by the concerned authority within a month of its expiry. If the renewed document is not produced within the specified period the license fees of the remaining months will be forfeited and approval for the remaining period will be withdrawn with immediate effect after the expiry of one month grace period.
16. Applications are advised to submit all the required documents with their applications. The applications will be shortlisted within 2 months from last date of submission of application after which no further application will be entertained.

NOTE

GST rate as on date is 18%, hence the amount of GST will be 18,000 (18% of 1.00 lakh). Suppliers will also have to fill the **PART A** of GST form available on link: **gst.indianrail.gov.in/GSTN.PDF** as per the instructions given in the same and submit the form along with the amount of DD i.e. (Rs 1, 18, 000/-)

Application Form for _____ Brand(s) of _____ (Product Category) for bringing them on short-listed/approved list for Category _____.

(Note: Please refer to the Eligibility Criteria on page no. 8 to 9)

Sr. No.	Particulars	Details		Encl No.
1	Name of Brand(s) (Enclose copy of certificate for registration of the brand)			
2	Name of Product(s)			
3	Name and full address of the Manufacturer of the brand With telephone, email address & Fax Number (Use extra sheet if required)	Office:		
		Plant/Factory.		
4.	Status of applicant – Proprietorship/Partnership/ Private Company/Public Limited Company/Cooperative/SSI.(Copy of the Incorporation Certificate, Partnership deed, Memorandum of articles & Articles of Association etc. to be enclosed.)			
5.	Applicant's Turnover Per Annum from sale of Food & Beverage items, for the last two completed financial years – As per Annexure-1. (Enclose Audit report with Balance sheet & P&L Account, duly audited by a CA or enclose a published report)	Financial Year (2016-17)	Financial Year (2017-18)	
6	Applicant's Turnover per Annum from the Specific brand(s), for which Short-listing is sought, for the last two completed financial years – As per Annexure-1 (Enclose a certificate from a Chartered Accountant, specifying turnover from brand(s)) also give CA's no and email.	Financial Year (2016-17)	Financial Year (2017-18)	
7	Valid license issued by Competent Authority – Health License/ FSSAI/ ISI etc.,			

	(Enclose attested copy of the license)		
8	Test report from a Govt., approved/ NABL Accredited Laboratory, not older than 6 months, certifying that the product(s) is/are fit for human consumption for food items and that the product confirms to specifications and standards as per BIS norms mentioned in Annexure-1. (Attested copy of Test reports for all brands and variety to be submitted). 2. The test report submitted should be as per the sequence in MRP list		
9	Details of national/regional distribution network (Enclose list of authorized distributors/dealers).		
10	Documents to be submitted by SSI Units		
	i) Certificates issued by NSIC for registration as SSI Unit, to manufacture the particular Brand of F&B item.(Enclose attested copy of registration)		
	ii) Performance report / Purchase Orders of various supply orders executed, through DGS&D, other Organization(s) of Reputation. (Attested Copies to be submitted).		
11	Solvency Certificate issued from a Scheduled Bank in current Financial Year.		
12	Details of the testing facilities available in the factory/plant. (please specify in- house/ outsourced facilities).		
13	Permanent Account Number (PAN). (Enclose attested copy).		
14	GSTIN/Sales Tax/ TIN registration Nos. (Enclose attested copy of the Registration certificate)		
15	Excise Registration No. –If applicable, please specify if the product is exempted (Enclose attested copy of the		

	Registration certificate)																														
16	Affidavit of the applicant (To be submitted in original on Rs.500/- non judicial stamp paper, duly notarized).																														
17	Certificate of Trademark Registration																														
18	Specification of the product(s) with a declaration that the MRP/gms. of the product should not be higher than the MRP/gms. of same product in the local market under any condition and product should not be supplied with labels like "specially packed for Railways"																														
	<table border="1"> <thead> <tr> <th>Sr.</th> <th>Flavour</th> <th>Color</th> <th>Weight</th> <th>Unit packing size</th> <th>Packing size for supply</th> <th>M.R.P.</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sr.	Flavour	Color	Weight	Unit packing size	Packing size for supply	M.R.P.																							
Sr.	Flavour	Color	Weight	Unit packing size	Packing size for supply	M.R.P.																									
19	Details of Supplies made during the last Two Years (2016-17 & 2017-18) (Enclose copy of orders)																														
20	For Ready to Eat category :- (a) The firm must follow the 'state of art' retort technology and packaging system which can produce RTE meals having shelf life of minimum 3 months. The retort system should comply with the national and/or international norms and standards of food safety, quality and hygiene.	Documents to be submitted :- (Self attested copy of valid Retort Technology Certificate) (Exemption to above certificate will be considered only in case of RTE meals which do not require retort technology for preservation)																													
	(b) The firm must comply with the technical quality that meets National and International standards like ISO 22000, HACCP etc.	(Enclose a copy of the relevant certificate)																													
	(c) The firm must have minimum experience of 3 years of manufacturing/supply RTE meals under its brand name including Institutional supply of packaged Ready to Eat food meals.	Copy of invoice or copy of purchase order or certificate of CA																													
	(d) Ready to Eat meal of the firms must be available for sale in shops/Super Bazar/ Outlets/ Stores.	List of authorized distributors/dealers)																													

Note:

SSI - Small Scale Industries Unit

NSIC - National Small Scale Industries Corporation Ltd.,

VERIFICATION

- I/We _____ solemnly declare that to the best of my/our knowledge and belief, the information given in this application form and the annexure and statements accompanying it are correct, complete and truly stated and also that we shall be bound by the acts of my/our duly constituted attorney.

- It is certified that this is not a tender form but a review for short listing of brands of items for Licensee units only.

- Samples of the product are also required to be sent as & when demanded for short listing, free of cost to West Central Railway.

- **If any information or papers submitted by our firm/company is found to be materially false, the application of our product for shortlisting is liable to be rejected and shortlisting (if approval done) be treated as cancelled from that date.**

The following person(s) may be contacted for any information or clarifications relating to this Registration Form:

Name

Designation:

Telephone:

Mobile:

e-mail:

Dated:

(Signature of the Applicant)

SEAL

Address: _____

Eligibility Criteria: PAD Items _____ **Annexure -1**

The firm should have requisite turnover, as given below, from sale of Food & Beverage items and from the sale of specific brand, for which Short-listing is sought, for the last two completed financial years:-

S. No.	Name of the Product and Quality Standards	Turnover per annum from sale of F & B items.	Turnover from the sale of the specific brand
1	ICE CREAM Must comply with FSSAI standards Preferably as per IS 5839:2000 standards	Rs. 10 Crore	Rs. 2.00 Crore
2	AERATED DRINKS IN GLASS/PET BOTTLES & CANS Must comply with FSSAI standards	Rs. 20.00 Crore	Rs. 5.00 Crore
3	BISCUITS Must comply with FSSAI standards Preferably as per IS 1011:2002 Standard.	Rs. 08.00 Crore	Rs. 2.00 Crore
4	CONFECTIONERY ITEMS Must comply with FSSAI standards Preferably as per IS 1009:2004 standards	Rs. 05.00 Crore	Rs. 1.00 Crore
5	TETRA PACKED/ PET BOTTLES- FLAVORED MILK/MILK PRODUCTS. Must comply with FSSAI standards. Preferably as per IS 1000:1989 Standards	Rs. 05.00 Crore	Rs. 1.00 Crore
6	TETRA PACKED / GLASS /PET BOTTLES – FRUIT JUICE Must comply with FSSAI standards	Rs. 05.00 Crore	Rs. 1.00 Crore
7	TETRA PACKED/PET BOTTLES- FRUIT DRINKS Must comply with FSSAI standards	Rs. 05.00 Crore	Rs. 1.00 Crore
8	PACKAGED DRINKING WATER 1000ml/500ml/300ml/250ml (Must confirm to IS 14543 : 2004 Standards)	Rs. 05.00Crore	Rs. 1.00 Crore
9	CAKES Must comply with FSSAI standards Preferably as per IS 9712:1981 standards	Rs. 05.00Crore	Rs. 1.00 Crore

10	NAMKEENS Must comply with FSSAI standards Preferably as per IS 15271:2003 standards	Rs. 05.00Crore	Rs. 1.00 Crore
11	CHIPS Must comply with FSSAI standards Preferably as per IS 15271:2003 standards	Rs. 05.00Crore	Rs. 1.00 Crore
12	DRY FRUITS (All varieties in smalls packs) Must comply with FSSAI standards	Rs. 02.00 Crore	Rs. 50 Lakh
13	SWEETS -(Packed in sealed boxes and cans). Must comply with FSSAI standards. Preferably as per IS 1009:2004 standards.	Rs. 05.00 Crore	Rs. 1.00 Crore
14	READY TO EAT FOOD Must comply with FSSAI standards and other statutory requirements notified from time to time	Rs. 10.00 Crore	Rs. 2.00 Crore
15	TEA –BULK PACK IN PACKETS & TEA BAGS Must comply with PFA/FPO standards Preferably as per IS 3611:2000 standards	Rs. 10.00 Crore	Rs. 2.00 Crore
16	Ice Tea/Flavored Ice Tea Must comply with FSSAI standards and other statutory requirements notified from time to time	Rs. 10.00 Crore	Rs. 2.00 Crore
17	COFFEE POWDER-BULK PACK IN PACKETS & SACHETS Must comply with PFA/FPO standards Preferably as per IS 3309:1992 standards	Rs. 10.00 Crore	Rs. 2.00 Crore
18	TOMATO KETCHUP-BOTTLES/SACHETS- 1KG & 12-15 GM SACHETS Must comply with PFA/FPO/FSSAI standards Preferably as per IS 3882:1966 standards	Rs. 10.00 Crore	Rs. 2.00 Crore
19	BLISTER PACK-PICKLE Must comply with PFA/FPO/FSSAI standards Preferably as per IS 3501:1966 standards	Rs. 10.00 Crore	Rs. 2.00 Crore
20	PACKED COCONUT WATER IN TETRA PACK Must comply with FSSAI standards Must be packed and each pack should be suitably marked name of material, Batch no., code no., Date of packing, Best before date & Net	Rs. 05.00 Crore	Rs. 1.00 Crore

	weight.		
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- i. In case, the company is manufacturing only one brand, then turnover from sale of F & B items should be fulfilled.
- ii. The company/firm should be registered for manufacturing and selling similar products in India.
- iii. The company/firm should possess at least 2 years experience, of manufacturing the product in India.
- iv. The company/firm should possess valid license (Health License/ FPO/ FSSAI/ ISI etc.,) issued by competent Government Authority.
- v. The Brand, for which Short-listing is sought, should be registered.
- vi. The Company/Firm should enclose copy of all relevant documents, in support of requisite information in SRF, along with balance sheet and P&L account of last two completed financial years (2016-17 & 2017-18).
- vii. For READY TO EAT category the applicant must comply with the following conditions and should submit the relevant proof for the same :-
 - (a) The firm must follow the 'state of art' retort technology and packaging system which can produce RTE meals having shelf life of minimum 3 months. The retort system should comply with the national and/or international norms and standards of food safety, quality and hygiene.
 - (b) The firm must comply with the technical quality that meets National and International standards like ISO 22000, HACCP etc.
 - (c) The firm must have minimum experience of 3 years of manufacturing/supply RTE meals under its brand name including Institutional supply of packaged Ready to Eat food meals.
 - (d) Ready to Eat meal of the firms must be available for sale in shops/Super Bazar/Outlets/Stores.

Send your application on the following address:

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